



HOW TO MAKE A PUBLIC RECORDS REQUEST

In Sumner County, access to public records are governed by the Sumner County Public Records Request Policy and the Tennessee Public Records Act.

WHO DO I CONTACT TO MAKE A PUBLIC RECORDS REQUEST?

All public records requests for inspections and/or copies of records must be made to the Public Records Request Coordinator or the Department's Records Custodians (listed below). Requests for copies must be made in writing using the Public Records Request Form or requests can be e-mailed to

ben@sumnercountyttn.gov

Please note, the Coordinator or Custodian may ask the requestor to provide documentation confirming Tennessee citizenship.

Public Records Request Coordinator
Contact Information:
Ben Allen
Phone: (615) 451-6060
Email: ben@sumnercountyttn.gov
Fax: 615 451-6061

After receiving your request, the Coordinator or Custodian will work to complete your request. If your request cannot be completed promptly, the Coordinator will contact you with the estimated time necessary to complete the request. *Please note, there may be a cost for the production of your request (if you have requested copies).* The Coordinator will inform you of any cost up-front before fulfilling your request.

Your request may be denied if it falls under an exception to the Tennessee Public Records Act. You will be informed in writing if your request is denied.

QUESTIONS OR CONCERNS?

Contact the Sumner County Law Director's Office at 615-451-6060

Records Custodian Contact Information	
Department	Records Custodian and E-mail
Building and Codes Department	Debi Smith dsmith@sumnercountyttn.gov
Circuit Court Clerk	Kathryn Strong kathryn.strong@tncourts.gov
County Clerk	Maria Savage msavage@sumnercountyttn.gov
County Executive's Office	Caitlin Tran ctran@sumnercountyttn.gov
County Trustee	Cindy Cantrell ccantrell@sumnercountyttn.gov
Elections Commission	Annette Haw AnnetteHaw@sumnercountyttn.gov
Emergency Management	Ken Widener kwidener@sumnercountyttn.gov
Emergency Medical	Jay Austin jayaustin@sumnerems.org
Finance Department	Jessica Allison jallison@sumnercountyttn.gov
Health Department	Hal Hendricks hal.hendricks@tn.gov
Highway Department	Sheila Troutt stroutt@sumnercountyttn.gov
Law Director's Office	Ben Allen ben@sumnercountyttn.gov
Office of the Clerk and Master	Mark Smith mark.smith@tncourts.gov
Planning and Stormwater Department	Kathy Young kyoung@sumnercountyttn.gov
Register of Deeds	Holly Hemmrich hhemmrich@sumnercountyttn.gov
Risk Management	Kim White kwhite@sumnercountyttn.gov
Sheriff's Office	Natasha Latham nlatham@sumnersheriff.com
Tax Assessor	Paul A. Fornes paulfornes@sumnercountyttn.gov
Veteran's Affairs	Darryl Eubanks deubanks@sumnercountyttn.gov